

## CHAPTER 12 PRECINCT CANVASS – CLOSING THE POLLS

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**PUBLIC ACCESS TO PRECINCT RESULTS AFTER POLLS CLOSE:** Michigan election law, MCL 168.807, stipulates that as soon as the precinct board has obtained the precinct’s vote totals after the polls have closed, the results must be made available to any interested person who may be present in the polling place. Michigan election law, MCL 168.801, further provides that at least one door to the polling place must remain open during the closing of the polls and the generation of the precinct’s vote totals.

The polls *must remain open for voting until 8:00 p.m.* It is the duty of the precinct chairperson to publicly announce the closing of the polls by declaring, “The polls are now closed.” Every voter standing in line at 8:00 p.m. *must be permitted to vote.* The doors to the polling place must remain unlocked. Persons observing the closing of the polls may not enter the processing area and must conduct themselves in an orderly manner. The board may clear the polls if necessary to assure the orderly completion of the precinct’s records.

## PROCEDURE FOR CLOSING THE POLLS:

- 1) Verify that all valid absent voter ballots have been tabulated (if absent voter ballots are processed in the precinct).
- 2) Check auxiliary bin and accurately duplicate and tabulate any ballots requiring duplication. (See: "Duplicating Ballots" below for additional information.)
- 3) Verify that the number of ballots tabulated equals the number of voters according to the Poll Book. (NOTE: If these totals do not agree, refer to instructions provided under "Precinct Reconciliation Steps" below.)

<b>CERTIFICATE OF ELECTION INSPECTORS</b>	
<b>WE CERTIFY THE FOLLOWING:</b>	
<input checked="" type="checkbox"/> <b>AT THE CLOSE OF THE POLLS</b> (Except as noted on the Remarks Page of this Poll Book)	
<input checked="" type="checkbox"/> The number of voters according to this Poll Book is (include absent voter ballots if processed in precinct):.....	<u>308</u>
<input checked="" type="checkbox"/> The number of ballots tabulated is:.....	<u>308</u>

- 4) Generate the totals tapes. (A minimum of 3 copies will be needed.)
- 5) Verify that all valid write-in votes have been tallied in the Poll Book and the totals recorded on the Statement of Votes.
- 6) Verify that all provisional "envelope" ballot issued, if any, were properly recorded, identified and sealed in provisional ballot security envelopes.
- 7) Verify that the tabulator totals tape and proposal language are attached to the appropriate copies of the Statement of Votes.

ATTACH PRECINCT TABULATOR STATEMENT OF VOTES TAPE HERE.	ENTER OR ATTACH PROPOSAL LANGUAGE HERE.	
<p>2014-2015 Dollar Votes 254 Total Votes 254</p> <p>2014-2015 Mandatory School Funding Levels YES 0 NO 0 Over Votes 23 Under Votes 23 Total Votes 23</p> <p>Grosse Pointe Woods City Residents YES 1 NO 0 Over Votes 0 Under Votes 0 Total Votes 0</p> <p>WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE AND ACCURATE ACCOUNT OF ALL BALLOTS COUNTED AND THAT ALL COUNTERS WERE ZERO (0) WHEN THE POLLS OPENED AND THAT THE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE OF MICHIGAN.</p> <p><i>Sally Jones</i> PRECINCT CHAIRPERSON</p> <p><i>Mark Wilson</i> PRECINCT INSPECTOR</p> <p><i>John Lee</i> PRECINCT INSPECTOR</p> <p><i>John Smith</i> PRECINCT INSPECTOR</p> <p><i>Bob Carnett</i> PRECINCT INSPECTOR</p> <p><i>Sam Best</i> PRECINCT INSPECTOR</p> <p>PRECINCT INSPECTOR</p> <p>PRECINCT INSPECTOR</p> <p>PRECINCT INSPECTOR</p>	<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;"><b>SCHOOL DISTRICT #23 HIGH SCHOOL LEVY</b></p> <p>Shall a levy be made in addition to the regular levy authorized by law in such number of mills as may be necessary to raise the funds of Two Hundred Twenty-Two Thousand Four Hundred Eighteen Dollars (\$222,418.00) for the purpose of the proper maintenance and operation of the District High School or approximately fifteen and one tenth (15.1) mills.</p> <p>FOR an additional levy to raise the funds of Two Hundred Twenty - Two Thousand Four Hundred Eighteen Dollars (\$222,418.00) and being approximately fifteen and one tenth (15.1) mills <input type="radio"/></p> <p>AGAINST an additional levy to raise the funds of Two Hundred Twenty-Two Thousand - Four Hundred Eighteen Dollars (\$222,418.00) and being ap - proximately fifteen and one tenth (15.1) mills. <input type="radio"/></p> </div> <div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><b>PROPOSED TAX LEVY-(RENEWAL) WESTERN RESERVE TRANSIT AUTHORITY A Majority Affirmative Vote Is Necessary For Passage</b></p> <p>A RENEWAL OF AN EXISTING TAX for the benefit of WESTERN RESERVE TRANSIT AUTHORITY for the purpose of PROVIDING FUNDS FOR THE AUTHORITY'S OPERA - TIONS AND CAPITAL BUDGETS at a rate not exceeding TWO (2) MILLS for each one dollar of valuation, which amounts to TWENTY CENTS (\$.20) for each one hundred dollars of valuation, for a period of FOUR (4) YEARS COMMENCING WITH TAX YEAR, 1996.</p> <p>FOR THE TAX LEVY <input type="radio"/></p> <p>AGAINST THE TAX LEVY <input type="radio"/></p> </div>	

8) Complete the Ballot Summary.

<b>BALLOT SUMMARY</b>	
<p><b>NUMBER OF BALLOTS DELIVERED TO PRECINCT:</b></p> <p><b>A.</b> Number of official ballots delivered to precinct: (Do not include absent voter ballots)</p> <p>( <u>400</u> minus <u>1</u> ) + 1 = <u>400</u> Ending No. Starting No.</p> <p><b>B.</b> Number of absent voter ballot return envelopes delivered to precinct for processing: (Enter "0" if absent voter ballots not processed in precinct) <u>78</u></p> <p><b>C. Total of Lines A &amp; B:</b> = <u>478</u></p>	<p><b>NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:</b></p> <p><b>D.</b> Number of ballots tabulated: (include absent voter ballots if processed in precinct): <u>406</u></p> <p><b>E.</b> Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot: <u>0</u></p> <p><b>F.</b> Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots for which a new ballot was issued and tabulated): <u>14</u></p> <p><b>G.</b> Number of ballots used by election inspectors for ballot duplications: <u>5</u></p> <p><b>H.</b> Number of PROVISIONAL "envelope" ballots issued: <u>1</u></p> <p><b>I.</b> Number of <b>UNUSED BALLOTS</b> (excess ballots):</p> <p><u>400</u> minus <u>349</u> + 1 = <u>52</u> Ending No. of Unused Ballots Starting No. of Unused Ballots</p> <p><b>J. Total of Lines D, E, F, G, H and I:</b> = <u>478</u></p>
<p>↑ THESE TOTALS MUST AGREE ↑</p> <p><b>CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J.</b></p> <p><b>IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.</b></p>	

- 9) Secure ballots in approved container and record the seal number on the ballot container certificate, the Statement of Votes, and the Poll Book. Ensure that the seal number is attested to by two inspectors representing different political parties.

**Materials that are secured in the approved ballot container include:**

- Used (voted) ballots
  - Unused ballots
  - Spoiled and Defective Ballots Envelope
  - Original Ballots for Which Duplicates Were Made Envelope
- 10) Complete the Certificate of Election Inspectors (multiple formats available).

**CERTIFICATE OF ELECTION INSPECTORS**

**WE CERTIFY THE FOLLOWING:**

☒ **AT THE CLOSE OF THE POLLS** (Except as noted on the Remarks Page of this Poll Book)

☒ The number of voters according to this Poll Book is (include absent voter ballots if processed in precinct) 407

☒ The number of ballots tabulated is: 406

☒ Verified that the number of ballots tabulated equals the number of voters according to this Poll Book and that no discrepancies exist between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.

☒ Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.

☒ Verified that all valid absent voter ballots have been tabulated (if absent voter ballots processed in precinct).

☒ Verified that any ballots requiring duplication have been accurately duplicated and tabulated.

☒ Verified that all valid write-in votes have been tallied in this Poll Book and the totals recorded to the Statements of Votes in this Poll Book.

☒ Verified that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in provisional ballot security envelopes.

☒ Verified that the tabulator statement of votes tape and proposal language are attached to the appropriate copies.

**BALLOT SUMMARY**

**NUMBER OF BALLOTS DELIVERED TO PRECINCT:**

A. Number of official ballots delivered to precinct: (Do not include absent voter ballots)

(400 minus 1) + 1 = 400

Ending No. Starting No.

B. Number of absent voter ballot return envelopes delivered to precinct for processing (Enter "0" if absent voter ballots not processed in precinct) 78

C. Total of Lines A & B: = 478

**NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:**

D. Number of ballots tabulated: (include absent voter ballots if processed in precinct) 406

E. Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot: 0

F. Number of ballots returned to voters who spoiled their ballot at the polling place (spoiled or defective ballots for which a new ballot was issued and tabulated): 14

G. Number of ballots used by election inspectors for ballot duplications: 5

H. Number of PROVISIONAL "envelope" ballots issued: 1

I. Number of UNUSED BALLOTS (excess ballots):

400 minus 349 + 1 = 52

Ending No. of Unused Ballots Starting No. of Unused Ballots

J. Total of Lines D, E, F, G, H and I: = 478

THESE TOTALS MUST AGREE

CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.

☒ By signing below, we, the undersigned members of the Board of Election Inspectors, certify that all ballots (used and unused) except envelope ballots were properly sealed into an approved BALLOT STORAGE CONTAINER by affixing seal NO. 12345

☒ We further certify that if the Tabulator Program (Press Pack/Card) has been removed from the tabulator it was properly sealed in an approved STORAGE CONTAINER by affixing seal NO. 82821

X Sherry Smith Signature of member who sealed the BALLOT STORAGE CONTAINER and TABULATOR PROGRAM in STORAGE CONTAINER

X Bob Sarge Signature of member who verified these sealings. (May not represent same political party as member who sealed both storage containers.)

**ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW**  
(Any Inspectors Leaving Prior to the Close of the Polls must make a Notation in the Remarks Section of this Poll Book)

X <u>Sally Jones</u> 555-1212	X <u>Sherry Smith</u> 555-2093
X <u>Timmy Anderson</u> 555-1234	X <u>Bob Sarge</u> 555-5501
X <u>Sandy Heights</u> 555-8728	X
X	X
X	X

**WHITE COPY TO LOCAL CLERK**

- 11) Complete the Statement of Votes and prepare for return (multiple formats available). A minimum of 3 copies will be needed for most elections.

A Statement of Votes consists of the following 5 elements:

- Total number of votes received by each candidate whose name is printed on the ballot and total "Yes" and "No" vote cast on proposals (Total Tape).

- Total number of votes received by declared write-in candidates.
- Number of seal used to seal the ballot container and seal certification signed by two election inspectors representing different political parties.
- Full text of any proposals that appear on the ballot.
- Certification signed by all members of the board of election inspectors present at the close of the polls.

OPTICAL SCAN STATEMENT OF VOTES																									
WARD/PRECINCT: <u>1</u>		JURISDICTION: <u>ACME</u>	DATE OF ELECTION: <u>11/7/07</u>																						
<b>1 DECLARED WRITE-IN CANDIDATE INFORMATION</b> <small>(Enter write-in candidate information and transfer total write-in votes from tally page.)</small> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">DECLARED WRITE-IN CANDIDATES <small>(Please record like offices together)</small></th> <th style="text-align: center;">TOTAL WRITE-IN VOTES</th> </tr> </thead> <tbody> <tr> <td>Name <u>William Smith</u> Office <u>Clerk (Twp)</u> Party <u>Rep</u></td> <td style="text-align: center;">12</td> </tr> <tr> <td>Name <u>W. Smith</u> Office <u>Twp Clerk</u> Party <u>Rep</u></td> <td style="text-align: center;">2</td> </tr> <tr> <td>Name <u>Bill Smith</u> Office <u>Twp Clerk</u> Party <u>Rep</u></td> <td style="text-align: center;">21</td> </tr> <tr> <td>Name <u>Judy Jones</u> Office <u>Twp Clerk</u> Party <u>Dem</u></td> <td style="text-align: center;">3</td> </tr> <tr> <td>Name <u>Judyth Jones</u> Office <u>Twp Clerk</u> Party <u>Dem</u></td> <td style="text-align: center;">1</td> </tr> <tr> <td>Name <u>Judy Johns</u> Office <u>Twp Clerk</u> Party <u>Dem</u></td> <td style="text-align: center;">1</td> </tr> <tr> <td>Name <u>Judith Jones</u> Office <u>Twp Clerk</u> Party <u>Dem</u></td> <td style="text-align: center;">7</td> </tr> <tr> <td>Name <u>Jim Taylor</u> Office <u>State Rep-33rd</u> Party <u>Rep</u></td> <td style="text-align: center;">6</td> </tr> <tr> <td>Name <u>Jimmy Taylor</u> Office <u>State Rep-33rd</u> Party <u>Rep</u></td> <td style="text-align: center;">2</td> </tr> <tr> <td>Name _____ Office _____ Party _____</td> <td></td> </tr> </tbody> </table>		DECLARED WRITE-IN CANDIDATES <small>(Please record like offices together)</small>	TOTAL WRITE-IN VOTES	Name <u>William Smith</u> Office <u>Clerk (Twp)</u> Party <u>Rep</u>	12	Name <u>W. Smith</u> Office <u>Twp Clerk</u> Party <u>Rep</u>	2	Name <u>Bill Smith</u> Office <u>Twp Clerk</u> Party <u>Rep</u>	21	Name <u>Judy Jones</u> Office <u>Twp Clerk</u> Party <u>Dem</u>	3	Name <u>Judyth Jones</u> Office <u>Twp Clerk</u> Party <u>Dem</u>	1	Name <u>Judy Johns</u> Office <u>Twp Clerk</u> Party <u>Dem</u>	1	Name <u>Judith Jones</u> Office <u>Twp Clerk</u> Party <u>Dem</u>	7	Name <u>Jim Taylor</u> Office <u>State Rep-33rd</u> Party <u>Rep</u>	6	Name <u>Jimmy Taylor</u> Office <u>State Rep-33rd</u> Party <u>Rep</u>	2	Name _____ Office _____ Party _____		<b>2 BALLOT SUMMARY</b> <b>WE CERTIFY THE FOLLOWING:</b> <b>NUMBER OF BALLOTS DELIVERED TO PRECINCT:</b> <small>(Do not include absent voter ballots)</small> A. Number of official ballots delivered to precinct: <small>(Enter "0" if absent voter ballots not processed in precinct)</small> First Ballot Style: <u>(400)</u> - <u>(1)</u> + 1 = <u>400</u> <small>(Ending No. of (Minus) Starting No.)</small> Second Ballot Style: _____ - _____ + 1 = _____ <small>(Ending No. of (Minus) Starting No.)</small> B. Number of absent voter return envelopes received by board: <small>(Enter "0" if absent voter ballots not processed in precinct)</small> <u>78</u> <b>C. Total of lines A and B:</b> <u>478</u> <b>NUMBER OF BALLOTS AT CLOSE OF POLLS:</b> D. Number of ballots tabulated: <small>(Include absent voter ballots if processed in precinct.)</small> <u>406</u> E. Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot: <u>0</u> F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots for which a new ballot was issued and tabulated): <u>14</u> G. Number of ballots used by election inspectors for ballot duplications: <u>5</u> H. Number of PROVISIONAL "envelope" ballots issued: <u>1</u> I. Number of UNUSED BALLOTS (excess ballots): First Ballot Style: <u>(400)</u> - <u>(349)</u> + 1 = <u>52</u> <small>(Ending No. of Unused Ballots (Minus) Starting No. of Unused Ballots)</small> Second Ballot Style: _____ - _____ + 1 = _____ <small>(Ending No. of Unused Ballots (Minus) Starting No. of Unused Ballots)</small> <b>J. Total of Lines D, E, F, G, H and I:</b> <u>478</u> <b>CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.</b>	
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Name _____ Office _____ Party _____																									
RFD - DETACH AND PLACE IN ENVELOPE NO. 2 TO BOARD OF CANVASSERS																									

OPTICAL SCAN STATEMENT OF VOTES (continued)			
WARD/PRECINCT: <u>1</u>	JURISDICTION: <u>ACME</u>	DATE OF ELECTION: <u>11/7/07</u>	
3	<b>CERTIFICATE OF ELECTION INSPECTORS</b>		
<b>WE CERTIFY THE FOLLOWING:</b>			
<input checked="" type="checkbox"/> <b>AT THE CLOSE OF THE POLLS</b> <small>(Except as noted on the Remarks Page of this Poll Book)</small>			
<input checked="" type="checkbox"/> The number of voters according to this Poll Book is: <span style="border: 1px solid black; padding: 2px 10px;">407</span> <small>(Include absent voter ballots if processed in precinct. Record on cover of poll book.)</small>			
<input checked="" type="checkbox"/> The number of ballots tabulated is: <span style="border: 1px solid black; padding: 2px 10px;">406</span>			
<input checked="" type="checkbox"/> Verified that the number of ballots tabulated equals the number of voters according to this Poll Book and that no discrepancies exist between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.			
<input checked="" type="checkbox"/> Listed the challenged voters. If any, in this Poll Book and properly identified the challenged ballots.			
<input checked="" type="checkbox"/> Verified that all valid absent voter ballots have been tabulated <small>(if absent voter ballots processed in precinct).</small>			
<input checked="" type="checkbox"/> Verified that any ballots requiring duplication have been accurately duplicated and tabulated.			
<input checked="" type="checkbox"/> Verified that all valid write-in votes have been tallied and the totals recorded to the Statements of Votes in this Poll Book.			
<input checked="" type="checkbox"/> Verified that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in provisional ballot security envelopes.			
<input checked="" type="checkbox"/> Verified that the tabulator statement of votes tape and proposal language are attached to the appropriate copies.			
4	<div style="border: 1px solid black; padding: 5px;"> <p><b>By signing below, we, the undersigned members of the Board of Election Inspectors, certify that all ballots (used and unused) except envelope ballots were properly sealed into an approved BALLOT STORAGE CONTAINER by affixing seal no. <span style="border: 1px solid black; padding: 2px 10px;">12345</span></b></p> <p><b>We further certify that if the Tabulator Program (Prom Pack/Memory Card) has been removed from the tabulator it was properly sealed in an approved STORAGE CONTAINER by affixing seal no. <span style="border: 1px solid black; padding: 2px 10px;">32821</span></b></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p><b>X</b> <u>Steve Smith</u>  <small>Signature of member who sealed the BALLOT STORAGE CONTAINER and TABULATOR PROGRAM STORAGE CONTAINER</small></p> </div> <div style="width: 45%;"> <p><b>X</b> <u>Bob Sharp</u>  <small>Signature of member who verified these sealings. (May not represent same political party as member who sealed both storage containers.)</small></p> </div> </div> </div>		
<b>ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW</b> <small>(Any Inspector leaving Prior to the Close of the Polls must make a Notation in the Remarks Section of this Poll Book)</small>			
<b>X</b> <u>Sally Jones 555-1212</u> <b>X</b> <small>Phone</small>			
<b>X</b> <u>Bobby Emery 555-1824</u> <b>X</b> <small>Phone</small>			
<b>X</b> <u>Sandy Tel 555-8412</u> <b>X</b> <small>Phone</small>			
<b>X</b> <u>Scott Oak 555-3404</u> <b>X</b> <small>Phone</small>			
<b>X</b> <u>Steve Smith 555-8412</u> <b>X</b> <small>Phone</small>			
<b>X</b> <u>Bob Sharp 555-5501</u> <b>X</b> <small>Phone</small>			
<b>WHEN YOU HAVE COMPLETED SECTIONS 1, 2, 3 &amp; 4 OF THE "OPTICAL SCAN STATEMENT OF VOTES", DETACH THE RED AND GREEN STRIPED COPIES FROM THIS POLL BOOK, AFFIX TOTALS TAPE AND ENTER OR ATTACH PROPOSAL LANGUAGE TO APPROPRIATE COPIES AND SEAL IN DESIGNATED ENVELOPES.</b>			

RED - DETACH AND PLACE IN ENVELOPE NO. 2 TO BOARD OF CANVASSERS

[illegible]

12) Prepare the special envelopes for return.

**Envelope #1** (Addressed to County Clerk) contains:

- Poll Book
- Statement of Votes (1 copy)
- QVF Precinct List (if required)
- List of Delegates Elected (Even numbered year primary elections only)

NOTE TO INSPECTORS: This Envelope should be securely sealed with a Red Gummed Seal which has been properly completed and initialed by two inspectors.

<b>PLACE IN THIS ENVELOPE 1</b> ✓ <b>ONE (1) POLL BOOK</b> <small>(Check Statement Type and Precinct List (if applicable) and in White Copy of Statement of Votes (Statement # 1 &amp; 2) back of Poll Book.)</small> ✓ <b>ONE (1) LIST OF DELEGATES ELECTED</b> ✓ <b>QVF - LIST OF VOTERS (if Required)</b>  (Date of Election)  (Name of Candidates)  (Name of Precinct)  COUNTY OF _____ MICHIGAN	<b>CLERK'S RECORD ONLY DESTROY AFTER</b>  _____
--	---

**TO: COUNTY CLERK**

\*\*\*\*\*



**Envelope #2** (Addressed to Board of County Canvassers):

- Statement of Votes (one copy)

NOTE TO INSPECTORS: This Envelope should be securely sealed with a Red Gummed Seal which has been properly completed and initialed by two Inspectors.

**PLACE IN THIS ENVELOPE 2**

✓ **ONE (1) STATEMENT OF VOTES**  
(With Tabulator Tape and Precinct Language (if any) Attached.)

\_\_\_\_\_  
(Date of Election)

\_\_\_\_\_  
(Name of Jurisdiction)

\_\_\_\_\_  
(Precinct Name)

COUNTY OF \_\_\_\_\_ MICHIGAN

**CLERK'S RECORD ONLY  
DESTROY AFTER**

\_\_\_\_\_  
(Date)

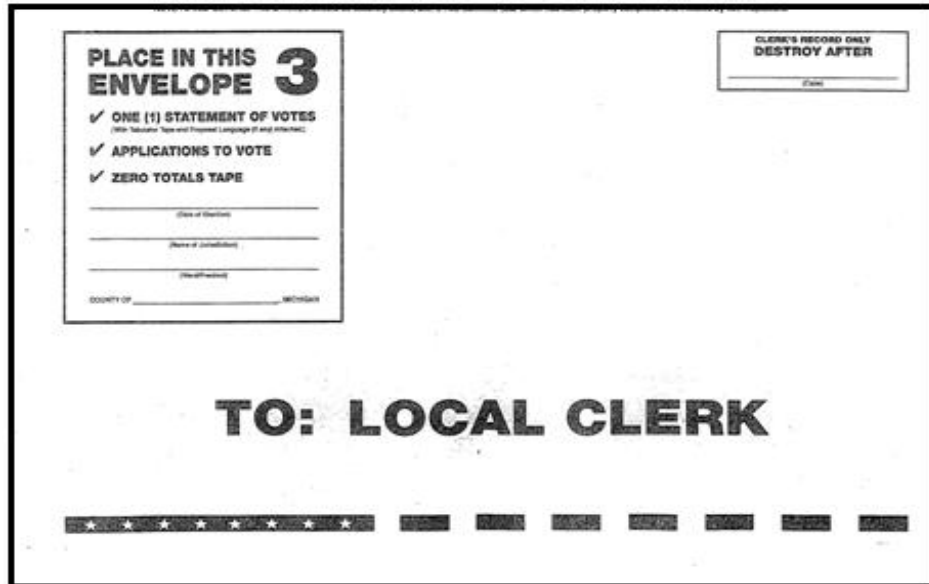
**TO: \_\_\_\_\_ BOARD OF CANVASSERS**  
(County or State)

★ ★ ★ ★ ★ ★ ★ ★

Michigan Election Resources  
Form No. 102

**Envelope #3** (Addressed to Local Clerk):

- Statement of Votes (one copy with zero tape attached)
- AutoMARK Test Ballot
- Applications to Vote on spindle
- Address Change forms
- Authorization to Cancel forms
- Notes regarding Election Day activities
- Precinct Delegate Write-in Declaration of Intent forms
- QVF Precinct List (if required)



PLACE IN THIS ENVELOPE **3**

- ✓ ONE (1) STATEMENT OF VOTES  
(With "Tabular" Tape and Proper Language (if any) attached)
- ✓ APPLICATIONS TO VOTE
- ✓ ZERO TOTALS TAPE

\_\_\_\_\_  
(Name of Election)

\_\_\_\_\_  
(Name of Jurisdiction)

\_\_\_\_\_  
(Date of Election)

COUNTY OF \_\_\_\_\_, MICHIGAN

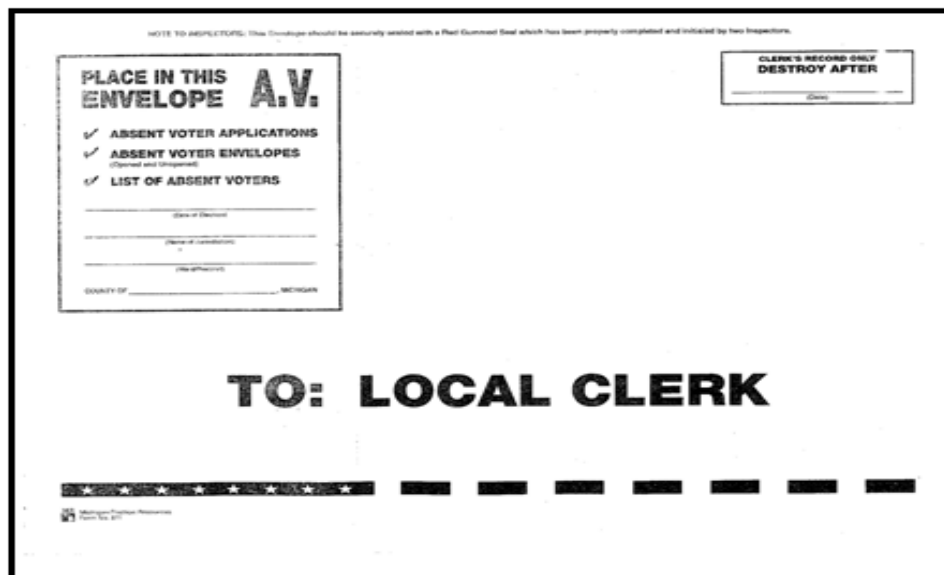
CLERK'S RECORD ONLY  
DESTROY AFTER \_\_\_\_\_  
(Date)

**TO: LOCAL CLERK**

-----

**AV Envelope** (Addressed to Local Clerk):

- Absentee Ballot Applications to Vote (top section)
- Absentee Ballot Return Envelopes
- Absentee Ballots surrendered by voters who voted in person



NOTE TO INSPECTORS: This Envelope should be securely sealed with a Plast Guard Seal which has been properly completed and initialed by two inspectors.

PLACE IN THIS ENVELOPE **A.V.**

- ✓ ABSENT VOTER APPLICATIONS
- ✓ ABSENT VOTER ENVELOPES  
(Opened and Unopened)
- ✓ LIST OF ABSENT VOTERS

\_\_\_\_\_  
(Name of Election)

\_\_\_\_\_  
(Name of Jurisdiction)

\_\_\_\_\_  
(Date of Election)

COUNTY OF \_\_\_\_\_, MICHIGAN

CLERK'S RECORD ONLY  
DESTROY AFTER \_\_\_\_\_  
(Date)

**TO: LOCAL CLERK**

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**Provisional Ballot Storage Envelope** (Addressed to Local Clerk):

- Provisional Ballot Security Envelopes containing Provisional Envelope Ballots

- Completed Four-Step Provisional Ballot forms

**PLACE IN THIS ENVELOPE**  
(THIS ENVELOPE NECESSARY ONLY WHEN PROVISIONAL BALLOTS ARE ISSUED IN THE PRECINCT)  
Provisional Ballot Instruction Forms  
Voter Registration Applications  
Provisional Ballot Security Envelopes

\_\_\_\_\_  
(Date of Election)

\_\_\_\_\_  
(City, Township, Village or School District)

\_\_\_\_\_  
(Ward/Precinct)

COUNTY OF \_\_\_\_\_, MICHIGAN

**PROVISIONAL BALLOT  
STORAGE ENVELOPE**

**TO: LOCAL CLERK**

- 13) Special envelopes and ballot containers delivered to local clerk or Receiving Board by two inspectors of different political parties.

**PROCESSING ABSENT VOTER BALLOTS - FALSE READS:** A “false read” is a term used to describe any situation where the tabulator rejects a ballot due to a “crossover vote” in a partisan primary or an “over vote” and the crossover vote or over vote was caused by 1) a correction (such as an erasure) 2) a stray mark that the tabulator identified as a vote or 3) an invalid write-in vote. Ballots rejected as blank may also be the result of a “false read” if a voter has made an improper mark or used an improper marking tool. Given the potential for “false reads,” it is important that all absent voter ballots rejected by the tabulator be visually inspected to verify the reason for the rejection. If it is determined that the rejection was due to a “false read,” the ballot must be duplicated. When duplicating the ballot, the stray mark, correction or invalid write-in vote must be eliminated to ensure the proper tabulation of all valid votes on the ballot.

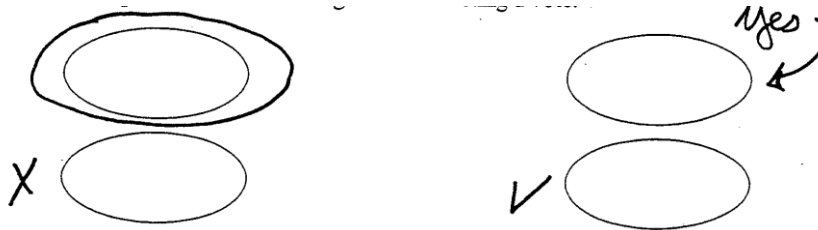
## DETERMINING THE VALIDITY OF OPTICAL SCAN BALLOT MARKINGS

### Optical Scan Systems Employing Oval Target Areas

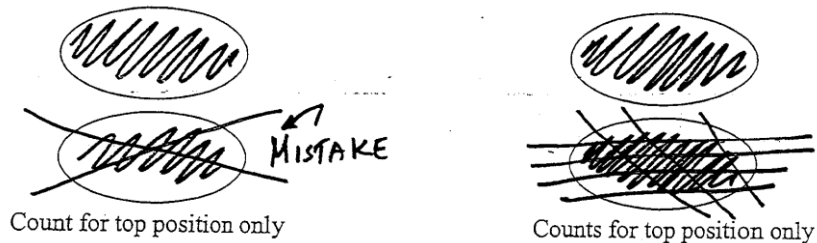
**Valid markings:** Each of the examples provided below is a valid vote as there is a mark within the “predefined target area” for casting a vote.



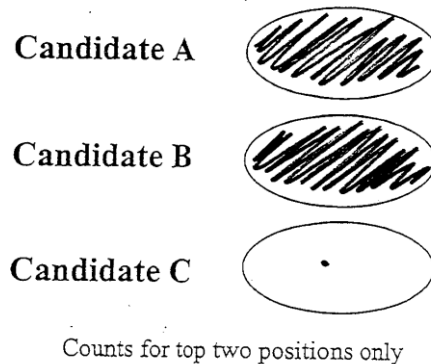
**Invalid markings:** Each of the examples provided below is an invalid vote as a mark does not appear within the “predefined target area” designated for casting a vote.



**Corrections:** A correction that causes a “false” tabulator read does not count as a valid vote.



**Stray Marks:** A stray mark made within a “predefined target area” is not a valid vote. In determining whether a mark within a “predefined target area” is a stray mark, the board of canvassers or election official (or board of election inspectors, when visually inspecting an absentee ballot rejected by the tabulator) shall compare the mark with other marks appearing on the ballot.

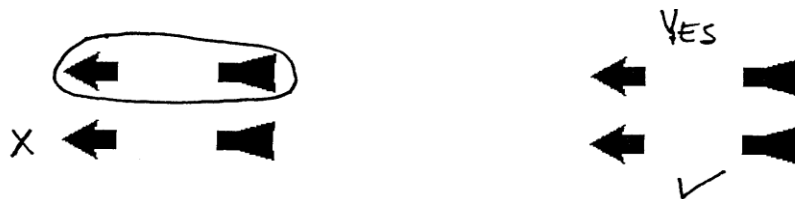


## OPTICAL SCAN SYSTEMS EMPLOYING ARROW TARGET AREAS

**Valid markings:** Each of the examples provided below is a valid vote as there is a mark within the “predefined target area” for casting a vote.



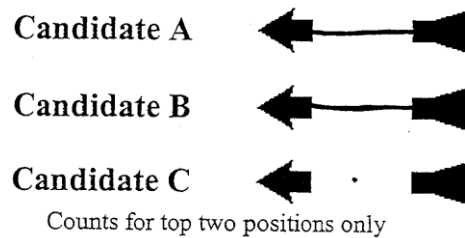
**Invalid markings:** Each of the examples provided below is an invalid vote as a mark does not appear within the “predefined target area” designated for casting a vote.



**Corrections:** A correction that causes a “false” tabulator read does not count as a valid vote.

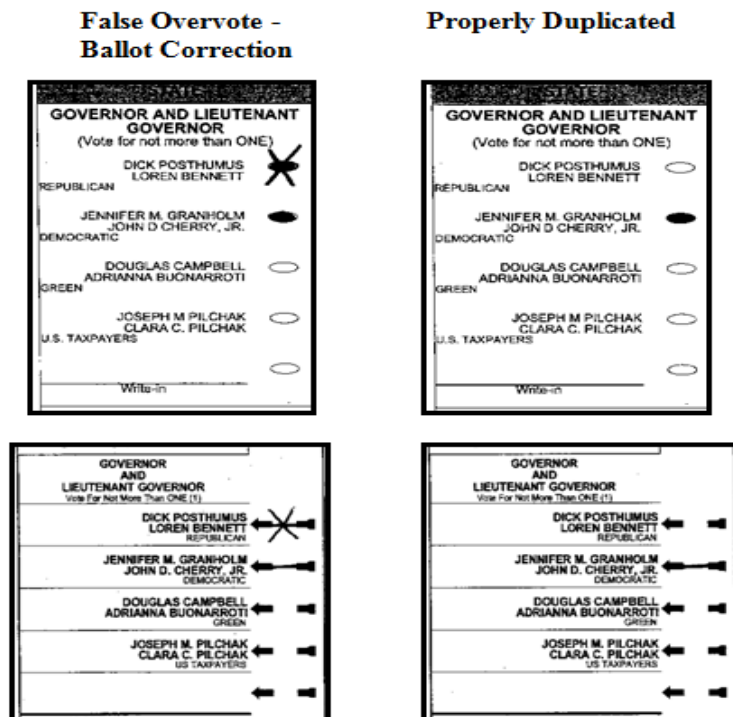


**Stray Marks:** A stray mark made within a “predefined target area” is not a valid vote. In determining whether a mark within a “predefined target area” is a stray mark, the board of canvassers or election official (or board of election inspectors, when visually inspecting an absentee ballot rejected by the tabulator) shall compare the mark with other marks appearing on the ballot.



## EXAMPLES OF “FALSE READ” SITUATIONS REQUIRING DUPLICATION OF THE BALLOT:

### False “overvote” created by ballot correction



**False "overvote" created by invalid write-in**

**False Overvote -  
Invalid Write-In**

STATE SENATOR  
10th DISTRICT  
(Vote for not more than ONE)

REPUBLICAN STEVE RICE ☒

DEMOCRATIC MICHAEL SWITALSKI ☐

LIBERTARIAN SCOTT W. ALLEN ☐

NO PARTY AFFILIATION CAROLYN CELETTI ☐

Write-in Mickey Mouse ☒

REPRESENTATIVE  
IN STATE LEGISLATURE  
19TH DISTRICT  
(Vote For Not More Than ONE (1))

JOHN R. PASTOR ☒

KERRY L. LOWRY ☒

MIKE SHESTERKIN ☒

Write-in Mickey Mouse ☒

**Properly Duplicated**

STATE SENATOR  
10th DISTRICT  
(Vote for not more than ONE)

REPUBLICAN STEVE RICE ☒

DEMOCRATIC MICHAEL SWITALSKI ☐

LIBERTARIAN SCOTT W. ALLEN ☐

NO PARTY AFFILIATION CAROLYN CELETTI ☐

Write-in ☐

REPRESENTATIVE  
IN STATE LEGISLATURE  
19TH DISTRICT  
(Vote For Not More Than ONE (1))

JOHN R. PASTOR ☒

KERRY L. LOWRY ☒

MIKE SHESTERKIN ☒

Write-in ☐

**False "crossover" vote created by ballot correction**

**False Crossover Vote -  
Ballot Correction**

REPUBLICAN PARTY SECTION

STATE GOVERNOR (Vote for not more than ONE)

DICK POSTHUMUS ☒

JOHN JOE SCHWARZ ☐

CONGRESSIONAL

DEMOCRATIC PARTY SECTION

STATE GOVERNOR (Vote for not more than ONE)

JAMES J. BLANCHARD ☒

DAVID E. BONIOR ☐

JENNIFER M. GRANHOLM ☐

CONGRESSIONAL

REPUBLICAN PARTY

STATE GOVERNOR (Vote for not more than ONE)

DICK POSTHUMUS ☒

JOHN JOE SCHWARZ ☐

CONGRESSIONAL

DEMOCRATIC PARTY

STATE GOVERNOR (Vote for not more than ONE)

JAMES J. BLANCHARD ☒

DAVID E. BONIOR ☐

JENNIFER M. GRANHOLM ☐

CONGRESSIONAL

**Properly Duplicated**

REPUBLICAN PARTY SECTION

STATE GOVERNOR (Vote for not more than ONE)

DICK POSTHUMUS ☒

JOHN JOE SCHWARZ ☐

CONGRESSIONAL

DEMOCRATIC PARTY SECTION

STATE GOVERNOR (Vote for not more than ONE)

JAMES J. BLANCHARD ☐

DAVID E. BONIOR ☐

JENNIFER M. GRANHOLM ☐

CONGRESSIONAL

REPUBLICAN PARTY

STATE GOVERNOR (Vote for not more than ONE)

DICK POSTHUMUS ☒

JOHN JOE SCHWARZ ☐

CONGRESSIONAL

DEMOCRATIC PARTY

STATE GOVERNOR (Vote for not more than ONE)

JAMES J. BLANCHARD ☒

DAVID E. BONIOR ☐

JENNIFER M. GRANHOLM ☐

CONGRESSIONAL

**False “crossover” vote created by invalid write-in**

**False Crossover Vote -  
Invalid Write-In**

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE	STATE
GOVERNOR (Vote for not more than ONE)	GOVERNOR (Vote for not more than ONE)
DICK POSTHUMUS <input type="radio"/>	JAMES J. BLANCHARD <input type="radio"/>
JOHN JOE SCHWARZ <input type="radio"/>	DAVID E. BONIOR <input checked="" type="radio"/>
Mickey Mouse <input checked="" type="radio"/>	JENNIFER M. GRANHOLM <input type="radio"/>
CONGRESSIONAL	CONGRESSIONAL

**Properly Duplicated**

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE	STATE
GOVERNOR (Vote for not more than ONE)	GOVERNOR (Vote for not more than ONE)
DICK POSTHUMUS <input type="radio"/>	JAMES J. BLANCHARD <input checked="" type="radio"/>
JOHN JOE SCHWARZ <input checked="" type="radio"/>	DAVID E. BONIOR <input type="radio"/>
CONGRESSIONAL	CONGRESSIONAL

REPUBLICAN PARTY	DEMOCRATIC PARTY
STATE	STATE
GOVERNOR (Vote for not more than ONE)	GOVERNOR (Vote for not more than ONE)
DICK POSTHUMUS	JAMES J. BLANCHARD
JOHN JOE SCHWARZ	DAVID E. BONIOR
Mickey Mouse	JENNIFER M. GRANHOLM
CONGRESSIONAL	CONGRESSIONAL

REPUBLICAN PARTY	DEMOCRATIC PARTY
STATE	STATE
GOVERNOR (Vote for not more than ONE)	GOVERNOR (Vote for not more than ONE)
DICK POSTHUMUS	JAMES J. BLANCHARD
JOHN JOE SCHWARZ	DAVID E. BONIOR
CONGRESSIONAL	CONGRESSIONAL

**DUPLICATING BALLOTS:** Ballots *may not* be duplicated until *after* the close of the polls. *Exception: If the duplication of absent voter ballots will be carried out at an absent voter counting board precinct, ballots may be duplicated and tabulated throughout Election Day; it is not necessary to wait until after the close of the polls to begin the duplication process.*

The procedures for duplicating ballots are detailed below:

- After identifying the ballots which must be duplicated, count out an equal number of unused ballots. At the top of the first “original” ballot to be duplicated write “1”; at the top of the blank ballot that will be used to create the “duplicate” write “Dup 1.” Follow the same numbering system for the remaining ballots which must be duplicated, e.g.: “2” – “Dup 2”; “3” – “Dup 3”; etc.
- Duplicate the ballots using a reader-checker process with two election workers who have expressed different political party preferences. One election worker calls the valid votes from the “original” ballot as the second election worker records the votes to the “duplicate” ballot.



- After completing the duplication process, the election workers who handled the procedure must verify that:
  - 1) the “original” ballot is labeled at the top with a number “1” and the corresponding “duplicate” ballot is labeled at the top with “Dup 1” and
  - 2) that all valid marks have been transferred from the “original” ballot to the corresponding “duplicate” ballot.

As explained above, this same numbering scheme is continued for all ballots requiring duplication. The second “original” ballot to be duplicated is numbered “2” and the “duplicate” ballot is labeled “Dup 2,” etc.

After the work is verified for accuracy, all “duplicate” ballots are tabulated. All “original” ballots are placed into a special envelope labeled “Original ballots for which duplicates were made and tabulated.” The special envelope is sealed into a ballot container along with all other used and unused ballots following the close of the polls.

**PRECINCT RECONCILIATION STEPS:** If the total number of ballots tabulated and total number of voters who were issued a ballot (according to the Poll Book) *do not agree*, attempt to identify the reason for the discrepancy. Complete the following steps:

- 1) Verify that all absent voter ballots have been processed and tabulated. Verify that the names of all absent voter’s for whom an application and return envelope were received for processing are included in the Poll Book total.
- 2) Verify that all ballots requiring duplication were removed from the Auxilliary Bin and were duplicated and tabulated.
- 3) Verify if any “envelope” ballots were issued. The number of ballots tabulated will be 1 less than the number of voters listed in the Poll Book for each “envelope” ballot issued.
- 4) Compare the Applications to Vote to the Poll Book.
- 5) Physically count the total number of ballots tabulated. (Include the ballots removed from the main or primary bin and the write-in bin to complete this count.) It is recommended that the

ballots be counted into stacks of 25. Conduct the count by physically picking up and moving each ballot into piles while counting out loud. The count should be carried out by teams of two; one team member will place the ballots into the piles while the second team member visually verifies the count.

- 6) Research any discrepancies among the number of ballots counted, the number of names in the poll book, the number of applications to vote and the number of ballots tabulated as reflected on the totals tape.
- 7) Document all steps taken to reconcile the numbers in the Remarks section of the Poll Book.

**BALLOT CONTAINER SEALING PROCEDURES:** All ballot containers used to transport and store *voted* and *unvoted* ballots must be properly sealed after the polls close. The proper procedures for sealing ballot containers will vary depending upon the type of seal being used. **Note:** The Bureau of Elections has developed a video training segment that demonstrates the proper (and improper) procedures for sealing some of the most commonly-used ballot containers. These videos can be accessed at the Bureau of Elections web site at [www.michigan.gov/elections](http://www.michigan.gov/elections); under “*Information for Election Administrators*”; *Election Day Management Training Videos*.

The following provides an overview of the various procedures which may be employed. Please note that regardless of the type of seal used, a certificate containing 1) the number on the seal used to seal the container 2) the signatures of the two election officials (with different political party preferences) that sealed the container and witnessed the sealing and 3) the date upon which the seal was affixed to the container must be inserted into a plastic sleeve and affixed to the container using an official seal.

The serial number appearing on the seal used to secure the ballot container must be recorded in three places: 1) the Poll Book (Election Inspectors Certificate), 2) on the Statement of Votes, and 3) on the Ballot Container Certificate.

Every precinct must be staffed with at least two election inspectors (one Republican; one Democrat) who have been fully trained on the use of election seals and are prepared to ensure that all ballot containers are properly sealed after the polls close.

*If a two-sided ballot container is used to store the ballots, both sides must be properly sealed and both seals must be properly recorded.* (Here it merits emphasis that the “back door” must be *permanently sealed* and a completed Ballot Container Certificate bearing 1) the seal serial number 2) the signatures of the election officials who sealed the “back door” and 3) the date the “back door” was sealed *must be affixed to the permanent seal*. It is the responsibility of the city or township clerk to ensure that the “back door” is permanently sealed prior to the election. Ballot containers with dual openings that are not sealed according to the following instructions may not be used.

Sealing the “back door” in accordance with these procedures will help to ensure that your precincts will be recountable in the event of an election recount. Following these procedures will also eliminate the need for your election inspectors to record the “back door” seal number in the Poll Book and Statement of Votes at the close of the polls and allow them to give their full attention to sealing and documenting the “front door” seal as required by law.

While some election officials tell us that they maintain a record of the seals used to seal the “back door,” producing such records at recounts can be problematic as these records are often times lost as administrations change. In addition, unless the office record is attested to by two election officials and dated prior to the election in question, the record itself can be challenged.

*If a tabulator ballot receptacle is used to store the ballots, the top of the receptacle must be sealed with a security lid and any doors which provide access to the receptacle must be sealed even if the doors can be locked with a key.* All seals must be properly recorded. (As noted above, a tabulator ballot receptacle cannot be used to store ballots unless it passed a ballot container inspection carried out by the Board of County Canvassers. Tabulator ballot receptacles which do not carry a current ballot container approval sticker may not be used to secure ballots.

## Approved Seals



Memory Pack



Chamber



Coated Wire Easy Twist



Padlock



Flat Metal with Horseshoe



Pull Tite – 11.75"

NOTE: *Traditional canvass ballot bags* are not approved for the storage and security of ballots under the 30-day post election State security period as required under the provisions of Michigan election law. In the event of a recount, ballots that are secured in a ballot bag alone may not be recounted.

## PROPER USE OF ELECTION SEALS

**Flat Metal Seals:** Close and lock the container. Insert a horseshoe seal adaptor through the metal hasp. Insert the tip of the metal seal through both sides of the horseshoe adaptor. Next, insert the tip of the seal through the grommet on the plastic sleeve. Insert the tip of the seal into the metal ball applying force until the seal is fully seated.

**Pull-Tite Seals:** Close and lock the container. Insert the pull-tite seal through the metal hasp on the container. The use of a horseshoe adaptor is not required. Insert the tip of the seal through the grommet on the plastic sleeve. Insert the tip of the seal into the opening at the opposite end. Continue pulling the tip of the seal through the opening to ensure a snug fit.

***Padlock Seals (wire and plastic seal):*** Close and lock the container. Insert the tip of the seal through the hasp on the container. Insert the tip of the seal into the opening at the top of the plastic applying force until the seal is fully seated.

***Programs:*** Programs removed from optical scan tabulators must be sealed in an approved ballot container. Programs cannot be erased or transferred to another electronic medium for extended retention until clearance is received from the Department of State's Bureau of Elections.

**ESTABLISHMENT AND USE OF RECEIVING BOARDS MANDATORY:** Michigan election law, MCL 168.679a, provides that the Election Commission of a city or township shall, by resolution, approve the establishment of one or more "receiving boards" to administer any upcoming election scheduled in the jurisdiction.

When established, receiving boards are responsible for ensuring that 1) all ballot containers delivered to the clerk's office after the polls close are properly sealed 2) all seal numbers are properly recorded and 3) that the number of names entered in the poll book balances with the number of ballots counted in the precinct as shown on the statement of returns.

***Appointment Process:*** If the establishment of one or more "receiving boards" is approved by the jurisdiction's legislative body, the local election commission must appoint at least two election inspectors to each board. When making the appointments, the election commission must appoint an equal number of election inspectors from each of the two major political parties in the state.

***Delivery of Materials to Receiving Board:*** At the close of the polls, two election inspectors representing each of the two major political parties are required to deliver to the appropriate receiving board the precinct's sealed ballot container containing the voted ballots and sealed envelopes containing the canvassing documents (Poll Book and Statement of Votes) addressed to the county clerk, board of county canvassers, and local clerk.

***Receiving Board Procedures:*** Upon the delivery of the ballot container and sealed canvassing documents, the receiving board is authorized to open the sealed envelopes and review the Poll Book and Statement of Votes to verify the following:

- 1) The ballot container is properly sealed and that the seal number is properly recorded in the Poll Book and Statement of Votes.
  - If **not properly sealed or recorded**, the receiving board and the 2 inspectors who made the delivery shall together take the necessary steps to correct the discrepancy.
  - The inspectors and receiving board members shall *note the discrepancy* and the *corrective action taken* in the Remarks section of the Poll Book and *shall sign* the notation.
- 2) The number of voters according to the Poll Book equals the total number of ballots tabulated according to the Statement of Votes.
  - If the **number of voters does not equal** the **number of ballots counted** and the discrepancy is not explained in the remarks section, the receiving board shall:
    - Question the inspectors regarding the discrepancy.
    - Note the explanation in the remarks section.
    - The inspectors and receiving board members shall sign the notation.
- 3) The **Poll Book** or **Statement of Votes** are **inadvertently sealed in the ballot container**, the following steps must be taken: (NOTE: Ballot containers **may not** be opened for any other reason.)
  - The inspectors may open the container and remove the Poll Book or Statements of Votes.
  - The inspectors and receiving board members *shall note the corrective action* in the remarks section and shall immediately *sign the notation* (before placing the Poll Book or Statements of Votes into a separate sealed envelope).
  - If the **Statement of Votes is sealed in the ballot container** and the Poll Book is sealed in an envelope, the notation is made in the Poll Book before placing the Poll Book and Statement of Votes into a separate envelope.
  - The receiving board shall *notify the clerk of the board of canvassers* (County Clerk) of the corrective action taken.

- 4) After completing the above, the receiving board shall place the Poll Book and Statement of Votes into the appropriate envelopes, which are then sealed with a red paper seal that is initialed by the receiving board members.

If permitted by the County Clerk, the Poll Book and Statements of Votes for more than one precinct may be included and delivered in a single envelope.

NOTE: A standardized Receiving Board checklist form is included in Appendix I.